

Questions and Answers

Delaware Teacher Growth and Development System Professional Learning - 12/16/2019 7:31:00 AM

Number: 2020-03

Questions and Answers:

Q: Incumbent

Posted On: 12/17/2019 3:06:13 PM

Does the Department currently work with any vendors to provide this type of service? If so, is there still a contract in place? Or is this a new requirement for the Department?

A: Yes. We currently have a contract with a vendor to train on the current system. This contract ends 6/30/2020.

Answered On: 1/16/2020 1:35:29 PM

Q: Procurement Cycle

Posted On: 12/17/2019 3:06:40 PM

The RFP notes a term of 2 years plus 3 renewals for any awards that are made. Is this something that would likely remain a continuing requirement even after the contract expires, and therefore possibly be bid again in the future?

A: Yes.

Answered On: 1/16/2020 1:35:03 PM

Q: Alternative to Delaware business license

Posted On: 12/18/2019 2:44:46 PM

The RFP indicates that applicants must have a Delaware business license or appropriate certifications. We are a Texas state agency. Will you accept alternatives to a business license in our case? If so, what would you accept?

A: We would not require a business license from a Texas state agency. A tax exemption letter would suffice.

Answered On: 1/15/2020 8:30:13 AM

Q: Self-insurance

Posted On: 12/18/2019 2:45:42 PM

The RFP requires applicants to have insurance. As a state agency, we are self-insured. Would you accept a self-insurance letter instead of the stated insurance requirements?

A: Yes, Delaware's Insurance Coverage Administrator will accept this.

Answered On: 1/15/2020 10:58:41 AM

Q: Assessment and Credentialing

Posted On: 1/9/2020 3:10:32 PM

Does DDOE already have an assessment and mechanism for assessing and credentialing educators in this program?

A: Yes. We do, however would like to rethink how we are assessing and credentialing in a different format.

Answered On: 1/16/2020 1:36:31 PM

Q: Program Evaluation	Posted On:	1/9/2020 3:11:10 PM
How does DDOE envision measuring program impact? Is there a way that the state is currently doing this or is this something the vendor would assist DDOE with?		
A: We currently conduct annual monitoring visits and a biannual survey to assess quantitatively and anecdotally the completion and quality of observations, conferencing, and evaluations but would consider assistance with developing a more efficient and reliable method.	Answered On:	1/16/2020 1:35:54 PM
Q: Attachment 8 - Delaware Department of Education	Posted On:	1/10/2020 4:30:43 PM
In Section VII - Attachments, page 45, does the Attachment 8 (contract template) have to be included in the proposal response submittal?		
A: No, this was provided for exemplary purposes.	Answered On:	1/15/2020 8:31:03 AM
Q: Appendix A - Minimum Mandatory Submission Requirements	Posted On:	1/10/2020 4:44:44 PM
In section 1, 3rd paragraph, page 67, please clarify if your require a separate price proposal from the technical proposal as the language below is unclear: Vendors shall provide proposal packages in the following formats: 1. 6 paper copies of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures. Each paper copy must include all required documents including a price proposal. 2. 2 electronic copies of the vendor proposal saved to separate USB memory sticks. Copy of electronic price file shall be a separate file from all other files on the electronic copy.		
A: Within the paper proposal and the electronic files, the price file should be separate and easily identifiable. For the paper copies, this means on its own page. On the electronic copy, price should be a separate file from the technical/other requirements.	Answered On:	1/15/2020 8:35:46 AM
Q: Subcontractor Information Form	Posted On:	1/10/2020 8:30:23 PM
In Section VII Attachments, 1st paragraph, page #43, Part II Acknowledgement by Subcontractor, does this section require signatures with the proposal response or required upon award?		
A: Signatures are required for subcontractors as part of the RFP submission.	Answered On:	1/15/2020 8:38:39 AM
Q: Certification	Posted On:	1/13/2020 11:03:19 AM
Will all evaluators need to be re-certified using the new rubric and procedures? If so, what is the timeline by which this must happen?		
A: Yes, within the beginning of implementation year.	Answered On:	1/16/2020 1:36:55 PM
Q: DOE Training	Posted On:	1/13/2020 11:04:37 AM

Is the DOE planning on delivering any training on policies and procedures separate and apart from what is called for in the RFP?

A: Not for administrators but possibly for teachers.

Answered On: 1/16/2020 1:37:11 PM

Q: Certification/Credentialing

Posted On: 1/13/2020 11:05:20 AM

What does 'support' mean in IV - "Support the development of a process to credential observers?"

A: Developing performance-based activities/assessments to measure mastery of training.

Answered On: 1/16/2020 1:37:29 PM

Q: Courses

Posted On: 1/13/2020 11:06:17 AM

Are the current DPAS courses (28076, 28089) being replaced? If so, is the vendor responsible for the content?

A: Yes, those are for the current evaluation system and the main requirement of this RFP.

Answered On: 1/16/2020 1:37:50 PM

Q: Teacher Orientation

Posted On: 1/13/2020 11:08:40 AM

Is it expected that all teachers will have received an orientation on the new rubric and implementation process by the beginning of the 2021-2022 school year?

A: Yes.

Answered On: 1/16/2020 1:39:13 PM

Q: Sub-Contractors

Posted On: 1/13/2020 11:16:09 AM

Do both lead contractors and sub-contractors need to complete and submit each required Attachment?

A: Only the primary respondent to the RFP needs to complete and submit the attachments. Attachment 6 needs to be acknowledged and signed by the sub-contractor.

Answered On: 1/15/2020 8:45:33 AM

Q: Business License

Posted On: 1/13/2020 3:31:04 PM

Section Number: A. Minimum Requirements; Paragraph Number: 1, Page Number: 7; Question: The RFP states to submit all items in this section however it also states that the business license should be provided prior to award. Can the DDOE confirm that the business license does not need to be submitted with the proposal but only upon award?

A: A business license does not need to be submitted with their RFP proposal. If selected, a vendor would need to provide this prior to a contract being drafted.

Answered On: 1/15/2020 8:50:05 AM

Q: Insurance

Posted On: 1/13/2020 3:32:33 PM

Section Number: A. Minimum Requirements; Paragraph Number: 4; Page Number: 7; Question: The RFP states to submit all items in this section however it also states that the proof of insurance should be provided prior to award. Can the DDOE confirm that the proof of insurance does not need to be submitted with the proposal but only upon award?

A: Proof of insurance does not need to be submitted with their RFP proposal. If selected, a vendor would need to provide this prior to a contract being drafted. Answered On: 1/15/2020 8:50:32 AM

Q: Paper Copies Posted On: 1/13/2020 3:33:59 PM

Section Number: B. RFP Submissions; Paragraph Number: 2; Page Number: 9; Question: The RFP states to submit 6 paper copies including a price proposal.

Can the DDOE confirm that we will need to provide 6 paper copies (1 being an original) for both the technical and price proposals for a total of 12 paper copies?

A: Correct. There are six copies (one is the original) that include both technical and price proposals. Answered On: 1/15/2020 8:54:30 AM

Q: Electronic Copies Posted On: 1/13/2020 3:36:14 PM

Section Number: B. RFP Submissions; Paragraph Number: 2; Page Number: 9; Question: The RFP states to submit 2 electronic copies on separate USB memory drives and to provide a separate pricing file from the rest of the RFP proposal responses.

Can the DDOE confirm that we only need to submit a total of 2 USB's that contain separate files for both the technical and price proposals? Or is a separate price USB also required?

A: Correct. Two USB's are required with two files on each. Answered On: 1/15/2020 8:55:20 AM

Q: Proposal Packaging Posted On: 1/13/2020 3:37:45 PM

Section Number: B. RFP Submissions; Paragraph Number: 2; Page Number: 9; Question: The RFP states to that all properly sealed and marked proposals are to be sent to the State of Delaware.

Can the DDOE confirm that the paper copies of both the technical and price proposals along with the USB's containing the proposal electronic files can all be packaged together and do not need to be separately sealed?

A: The USBs, price proposals and technical proposals can all be packaged together. Answered On: 1/15/2020 8:56:28 AM

Q: Paper Copy Assembly Posted On: 1/13/2020 3:39:08 PM

Section Number: B. RFP Submissions; Paragraph Number: 2; Page Number: 9; Question: The RFP states to submit paper copies.

Does the DDOE prefer that the paper copies for both the technical and price proposals be in binders with tabs or does the bidder have the right to determine the best method of assembly (comb bind, etc.) for the paper copies?

A: The bidder is welcome to determine the best method of assembly for the paper copies. Answered On: 1/15/2020 8:57:10 AM

Q: Confidential Business Information Posted On: 1/13/2020 3:40:51 PM

Section Number: Confidentiality of Documents; Paragraph Number: 11; Page Number: 11; Question: The RFP states that vendors may submit portions of a proposal considered to be confidential business information in a separate, sealed envelope labeled "Confidential Business Information". Can the DDOE confirm that only 1 sealed envelope needs to be submitted if confidential information is submitted or are additional copies needed?

A: The proposal should include a separate, sealed envelope for each copy.

Answered
On:

1/15/2020 8:58:45 AM

Q: Teacher Training

Posted On:

1/13/2020 3:42:31 PM

Section Number: Onboarding/Initial Training; Paragraph Number: I; Page Number: 5-6; Question: The RFP describes providing onboarding/initial training for administrators/observers. The last bullet under "b. Initial training should also include" asks for an approach to include/train school teams and teachers. Does the DDOE expect administrators/observers to provide training to teachers (i.e. train-the-trainer model) or will the vendor provide onboarding training to teachers? Also, does the approach need to be the same for the pilot and first year of full implementation?

A: We do expect the vendor to train trainers with DOE to prepare district teams to train teachers for implementation.

Answered
On:

1/16/2020 1:38:22 PM

Q: Credentialing Observers

Posted On:

1/13/2020 3:43:39 PM

Section Number: Onboarding/Initial Training; Paragraph Number: I; Page Number: 5-6; Question: The RFP describes credentialing observers. Can the DDOE provide more information as to what role the vendor will have in developing the credentialing system for observers?

A: The role would be developing content for training on the new system and assessing mastery of specific skilled trained on such as observation and feedback and knowing the basic required processes related to the overall evaluation process.

Answered
On:

1/16/2020 1:38:54 PM

Q: Videos

Posted On:

1/13/2020 3:44:49 PM

Section Number: Onboarding/Initial Training & Ongoing Training; Paragraph Number: I & II; Page Number: 5-6; Question: Does the DDOE already have a repository of videos of teachers teaching that can be used as exemplars in training school leaders?

A: No.

Answered
On:

1/16/2020 1:38:08 PM

Q: Teacher Rubric

Posted On:

1/13/2020 3:45:47 PM

Section Number: Appendix B. Teacher Rubric; Paragraph Number: N/A; Page Number: 68; Question: The RFP describes a new teacher rubric. Can the DDOE confirm if there has been a crosswalk done of the new rubric as compared to the former rubric? If there has, can the results of this crosswalk be shared?

A: We are currently in the process of conducting this crosswalk and it is not ready to disseminate.

Answered
On:

1/16/2020 1:38:39 PM

Q: Proposal Packaging

Posted On:

1/13/2020 6:16:28 PM

Section number: B. RFP Submissions; Paragraph number: 2; Page number: 9; Question: The RFP states that all proposals must be submitted in writing and respond to the items outlined in the RFP. Are there any guidelines for the following elements of the proposal?

- maximum page limit
- line spacing
- font and font size
- margins

A: No, there are no guidelines for the following elements.

Answered
On:

1/15/2020 8:59:22 AM
